

Kahua Quick Reference Guide

Milestones

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The Milestones application tracks a project's progress using a log of Milestones. There are three ways Milestones are loaded into a project. Milestones can be:

- Loaded and updated into the project from G-REX,
- Made available from the Project Template where milestones are determined by the project type and subtype, or
- Imported from a schedule within the Scheduling application.

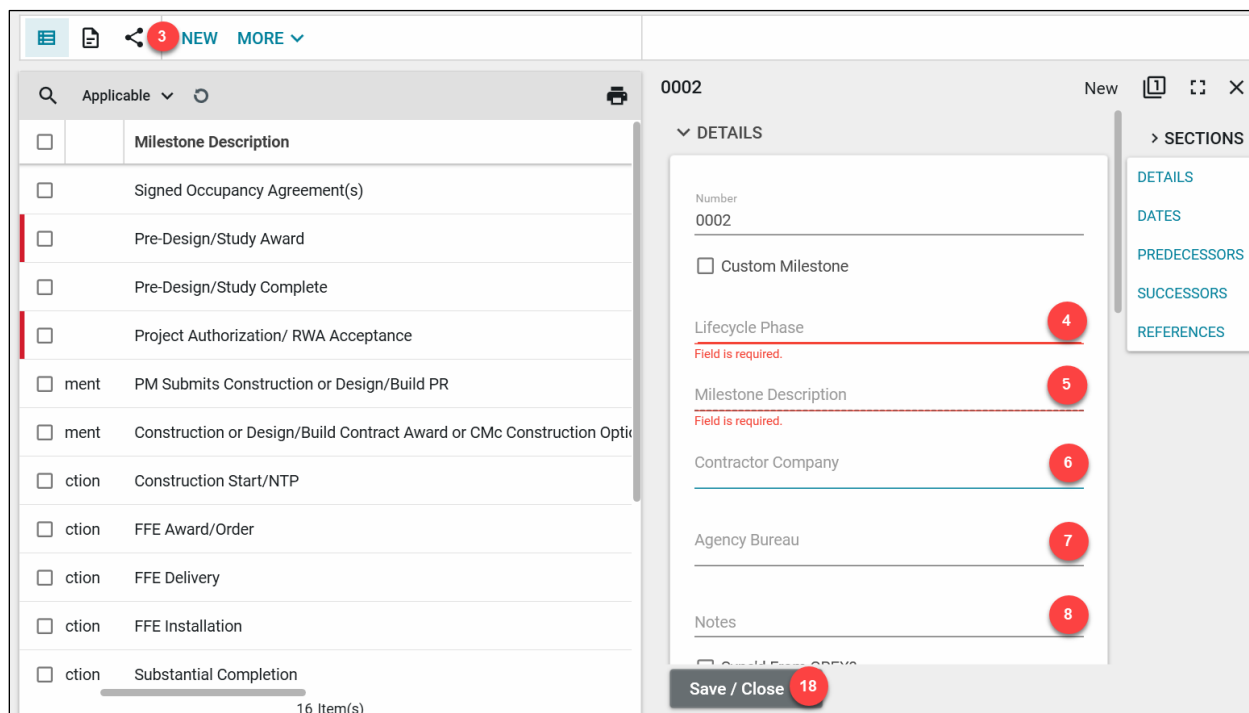
Important Note

Applicable milestones are loaded into the project depending on the Project Type and Sub-Type selected when the project was created.

Manually Create a Milestone

1. As the author of the milestone, navigate to the appropriate project.
2. Access the **Milestones** app from the App Launcher under the **Schedule Management** section.
3. Click **New** to create a new Milestone.
4. Click the dropdown arrow to select the appropriate **Lifecycle Phase**.
5. Click the dropdown arrow to select the appropriate **Milestone Description**.
6. Click the dropdown arrow to select the appropriate **Contractor Company**.
7. Click the dropdown arrow to select the appropriate **Agency Bureau**.
8. Enter **Notes**, if applicable.
9. If applicable, put a checkmark in the **Sync'd From GREX** box if the milestone was preloaded from the Project Template.
10. If applicable, put a checkmark in the **Show on Project Dashboard**. If checked, the milestone will be displayed on the Project Dashboard
11. Put a checkmark in the **Not Applicable** box if the milestone *does not apply* to the project.

12. Checkboxes can be selected or deselected as appropriate to the project.
13. In the **Dates** section, enter the **Estimate Completion Date**.
14. In the References section, to add a document that currently exists within the project, click the **Add Kahua Doc** button.
15. To add a document that does not exist within the project, click the **Upload** button.
Multiple documents may be uploaded at one time.
16. Click the **Save/Close** button.



Edit a Milestone

1. Navigate to the appropriate milestone.
2. Click the **Edit** button.
3. Make any updates within the milestone document. Typically this is used when entering the Estimated and Actual Completion Dates on Milestone Only Template projects (Below \$250k)
4. Click the **Save/Close** button.

Milestones

SEND EDIT VIEW HISTORY URL

0001

Preview

> SECTIONS

DETAILS

DATES

PREDECESSORS

SUCCESSORS

REFERENCES

DETAILS

Number 0001

Lifecycle Phase Execution

Milestone Description Signed Occupancy Agreement(s)

Contractor Company

Agency Bureau

Notes

Show on Project Dashboard Yes

Not Applicable No

Multi-Line Edit Milestones

1. Navigate to the Milestones Log.
2. Click the **checkbox next to multiple milestones** or the **checkbox at the top left** to select all milestones.
3. Click the **Multi-Edit** button.

MULTI EDIT VISUALIZE NEW MORE

Applicable

<input type="checkbox"/>	↑ Number	Lifecycle Phase	Milestone Description	Estimated Completion Date	Actual Completion
<input checked="" type="checkbox"/>	4.491	Execution Procurement	Construction or Design/Build Contract Award or CMc Construction Option		
<input checked="" type="checkbox"/>	4.581	Execution Construction	Construction Start/NTP		
<input checked="" type="checkbox"/>	4.661	Execution Construction	FFE Award/Order		
<input type="checkbox"/>	4.671	Execution Construction	FFE Delivery		
<input type="checkbox"/>	4.681	Execution Construction	FFE Installation		
<input type="checkbox"/>	4.691	Execution Construction	Substantial Completion		
<input type="checkbox"/>	5.005	Closeout	IRIS ASID Substantial Completion		
<input type="checkbox"/>	5.008	Closeout	RETA RWA Financial Completion		
<input type="checkbox"/>	5.051	Closeout	Move Award		
<input type="checkbox"/>	5.061	Closeout	Move Start/NTP		
<input type="checkbox"/>	5.071	Closeout	Move Complete		

16 Item(s)

4. Make any updates within the milestone documents that have been selected.
5. Click the **Save/Close** button.

Baselining Milestones

1. Navigate to the Milestones Log.
2. Select the milestone that you would like to baseline. NOTE: Only milestones with an entered Estimated Completion Date may be baselined.
3. Click the **Baseline Milestone** button.

2.011 Project Initiated

Preview

DETAILS

Number

2.011

Lifecycle Phase

Initiation

Milestone Description

Project Initiated

Contractor Company

Agency Bureau

Notes

Show on Project Dashboard

Yes

Not Applicable

No

SECTIONS

DETAILS

DATES

REFERENCES

DATES

Schedule Task

PM Schedule : Kahua Milestone: Project Initiated -

Estimated Duration

0

Estimated Completion Date

9/6/2022

Actual Completion Date

Last Baselined On

Baseline End Date

REFERENCES

Baseline Milestone 3

4. To baseline multiple milestones at once you may also navigate to the Milestones Log.
 - a. Click the checkbox next to the Milestones that you would like to Baseline. You may also use the checkbox at the top left to select all milestones.
 - b. Click the **Baseline** button.
 - c. Click the **Continue** button in the Baseline Milestones? Pop up window. Baseline milestones results will show Completed.
 - d. Click the **Close** button.

MULTI EDIT VISUALIZE BASELINE 6 NEW MORE ▾						
🔍 Applicable ↕						
<input type="checkbox"/>	↑ Number	Lifecycle Phase	Milestone Description	Estimated Completion Date	Actual Completion Date	Last Baselined On
<input checked="" type="checkbox"/>	5 .011	Identification	Customer Request	9/6/2022		
<input checked="" type="checkbox"/>	2.011	Initiation	Project Initiated	9/6/2022		
<input type="checkbox"/>	3.061	Planning	Pre-Design/Study Award			
<input type="checkbox"/>	3.141	Planning	Prospectus - Regional CILP Submission			
<input type="checkbox"/>	3.151	Planning	Prospectus - GSA Shares Prospectus w OMB			

Resources:

For more help with this or any other Kahua application, you can access the Calendar for Instructor-led training, Self-paced videos, or additional Quick Reference Guides (QRGs) from this link: [Training: Project Management Tool | GSA](#)

Related QRGs:

[Scheduling](#) for more information on how to enter Milestones Dates using the Scheduling App.

Related Videos:

[Creating Milestones](#)

[Edit and Baseline A Milestone](#)

[Adding a New Schedule](#)

[Revising a Schedule](#)